APPENDIX D

Resources



Bridges, W. Making Sense of Life's Changes: Transitions. Reading, Mass.: Addison-Wesley Publishing Company, 1980.

Bridges, W. Managing Transitions: Making the Most of Change, Reading, Mass.: Addison-Wesley Publishing Company, 1991.

Neugarten, B.L. "Adaptation and the Life Cycle." In N.K. Schlossberg and A.D. Entine (Eds.), Counseling Adults, Monterey, Calif.: Brooks/Cole, 1977, pp. 34-46.

Schlossberg, N.K. "A Model for Analyzing Human Adaptation to Transition." The Counseling Psychologist, vol. 9, no. 2 (1981), pp. 2-18.

Schlossberg, N.K. Counseling Adults in Transition. New York: Springer Publishing Company, 1984.

Re-Entry Transitions

Austin, C.N. (Ed.). Cross-Cultural Re-Entry: A Book of Readings. Abilene, Texas: Abilene Christian University, 1986.

Austin, C.N. (Ed.). Cross-Cultural Re-Entry: An Annotated Bibliography. Abilene, Texas: Abilene Christian University, 1983.

Church, A.T. "Sojourner Adjustment." Psychological Bulletin, vol. 19 (1982), pp. 540-572.

Martin, J.N. "The Intercultural Reentry: Conceptualization and Directions for Future Research." International Journal of Intercultural Relations, vol. 8 (1984), pp. 115-134.

Storti, C. The Art of Crossing Cultures. Yarmouth, Maine: Intercultural Press, Inc., 1989.

Job Search

Bolles, R.N. What Color is Your Parachute? Berkeley, Calif.: Ten Speed Press, annual editions.

Bolles, R.N. Job-Hunting on the Internet. Berkeley, Calif.: Ten Speed Press, 1997.

Bolles, R.N. Job Hunting Tips for the So-Called Handicapped. Berkeley, Calif.: Ten Speed Press, 1991.

Chapman, J. Negotiating Your Salary: How to Make \$1,000 a Minute. Berkeley, Calif.: Ten Speed Press, 1996.

Farr, J.M. The Very Quick Job Search and the Very Quick Job Search Activity Book. Indianapolis, Ind: JIST Works, Inc., 1991.

Farr, J.M. The Quick Resume & Cover Letter Book. Indianapolis, Ind.: JIST Works, Inc., 1994.

Figler, H. The Complete Job Search Handbook (2nd Edition). New York: Henry Holt & Co., 1988.

Fry, R. 101 Great Answers to the Toughest Interview Questions (3rd Edition). Hawthorne, N.J.: Career Press, 1994.

Graham, L.O. The Best Companies for Minorities. New York: Plume Publishing, 1993.

Haft, T. The Princeton Review: Trashproof Resumes, New York: Random House, 1996.

Jackson, T. Guerrilla Tactics in the New Job Market. New York: Bantam Books, 1993.

Kennedy, J.L. The Electronic Job Search Revolution. New York: John Wiley & Sons, 1994.

Kennedy, J.L. The Electronic Resume Revolution. New York: John Wiley & Sons, 1994.

Krannich, R. High Impact Resumes and Letters. Manassas, Va.: Impact Publications, 1990.

Krannich, R., and C.R. Krannich. Dynamite Salary Negotiations (2nd Edition). Manassas, Va.: Impact Publications, 1994.

Ludden, L. Job Savvy: How to Be A Success at Work. Indianapolis, Ind.: JIST Works, Inc., 1992.

Medley, H.A. Sweaty Palms: The Neglected Art of Being Interviewed, Berkeley, Calif.: Ten Speed Press, 1992.

Mickens, E. The 100 Best Companies for Gay Men and Lesbians. New York: Pocket Books, 1994.

Moore, D., with S. VanderWey. Take Charge of Your Own Career: A Guide to Federal Employment. Odessa, Fla.: Psychological Assessment Resources, Inc., 1994.

National Business Employment Weekly. Interviewing. New York: John Wiley & Sons, 1994.

National Business Employment Weekly. Networking. New York: John Wiley & Sons, 1994.

National Business Employment Weekly. Resumes (2nd Edition). New York: John Wiley & Sons, 1994.

Parker, Y. The Damn Good Resume Guide. Berkeley, Calif.: Ten Speed Press, 1996.

Parker, Y. Resume Catalog: 200 Damn Good Examples. Berkeley, Calif.: Ten Speed Press,

Riley, M., F. Roehm, and S. Oserman. The Guide to Internet Job Searching, Chicago, Ill.: VGM Career Horizons, 1995.

Stoodley, M. Information Interviewing: How to Tap Your Hidden Job Market, Chicago, Ill.: J.G. Ferguson Publishing Co., 1997.

Wendleton, K. Through the Brick Wall: How to Job Hunt in a Tight Market. New York: Five O'Clock Books, 1993.

Wendleton, K. Guide to Building a Great Resume. New York: Five O'Clock Books, 1997.

Career Planning

Bolles, R.N. What Color is Your Parachute? Berkeley, Calif.: Ten Speed Press. Annual editions.

Borchard, D., J.J. Kelly, and N.P.K. Weaver. Your Career: Choices ,Chances, Changes. Iowa: Kendall/Hunt Publishing Company, 1992.

Crystal, J.C., and R.N. Bolles. Where Do I Go from Here with My Life? Berkeley, Calif.: Ten Speed Press, 1974.

Dictionary of Occupational Titles. Washington, D.C.: U.S. Department of Labor. Periodic editions.

Enhanced Guide for Occupational Exploration. Indianapolis, Ind. JIST Works, Inc., 1995. (Compiled by M. Maze and D. Mayall based on data published by the U.S. Department of Labor, Employment and Training Administration.

Farr, M., and S. Christophersen. Making Decisions: Learning to Take Control of Your Life. Indianapolis, Ind.: JIST Works, Inc., 1991.

Gottfredson, G.D., J.L. Holland, and D.K. Ogawa. Dictionary of Holland Occupational Codes. Palo Alto, Calif.: Consulting Psychologists Press, 1982. Holland, J.L. Making Vocational Choices (2nd Edition). Odessa, Fla.: Psychological Assessment Resources, Inc., 1992.

Hoppin, J. (Ed.). Workforce in Transition: A Blueprint for Adult Career Development and Job Search Training. Stillwater, Okla.: NOICC Training Support Center, 1994.

Occupational Outlook Handbook, 1996-97 Edition. Washington, D.C.: U.S. Department of Labor, 1996.

Schein, E.H. Career Anchors: Discovering Your Real Values (Revised Edition). San Diego, Calif.: Pfeiffer, 1990.

Super, D. The Psychology of Careers. New York: Harper & Row, 1957.

Starting a Community-Based Organization or Business

Action Handbook for Boards. National Minority AIDS Council, 1931 13th Street, N.W., Washington, D.C. 20009.

Annual Register of Grant Support. New Providence, N.J.: Reed Reference Publishing.

Answering the Call. Youth Service America, 1101 15th Street, N.W., Suite 200, Washington, D.C. 20005. (Also available on America On-Line: Key word is servenet.)

Bolles, R.N. "Trying Something New." In What Color is Your Parachute? Berkeley, Calif.: Ten Speed Press. Annual editions. (This chapter for the budding entrepreneur also provides a good bibliography, portions of which are cited here. The bibliography also provides a thorough franchising reference list.)

Brown, M., and Khazei, A. *Putting Idealism to Work: The City Year Way.* Boston, Mass.: City Year, 285 Columbus Avenue, Boston, Mass. 02116. Annual editions.

Carlson, M. Winning Grant Proposals. Rockville, Md.: The Taft Group.

Carlson, M. Winning Grants Step-by-Step: Support Centers of America's Complete Workbook for Planning, Developing and Writing Successful Proposals. San Francisco, Calif: Jossey Bass. Cohen, W. A. The Entrepreneur and Small Business Problem Solver: An Encyclopedic Reference and Guide. New York: John Wiley & Sons.

Collins, J.C., and Porras, J.I. Built to Last: Successful Habits of Visionary Companies. New York: Harper Business.

Edwards, P. and S. The Best Home Businesses for the 90s: The Inside Information You Need To Know to Select a Home-Based Business That's Right For You. Los Angeles: Jeremy P. Tarcher, Inc.

Gerber, M. The E-Myth Revisited: Why Most Small Businesses Still Don't Work and What You Can Do About Yours, 2nd edition. New York: Harper & Row.

Holland, P. How to Start a Business Without Quitting Your Job: The Moonlight Entrepreneur's Guide. Berkeley, Calif.: Ten Speed Press.

Hopkins, B.R. The Law of Tax-Exempt Organizations. New York: John Wiley & Sons, Inc.

Levinson, J. C. Guerrilla Marketing Attack: New Strategies, Tactics, and Weapons for Winning Big Profits for Your Small Business. Boston: Houghton Mifflin Co.

McKnight, J. L., and Kretzmann, J.P. Building Communities from the Inside Out: A Path Toward Finding and Mobilizing a Community's Assets. Chicago: ACTA Publications.

McRae, J.A. Management Workbook for Community Development Block Grant Organizations. Washington, D.C.: Howard University Department of Housing and Community Studies. Porten, J. The Twentysomething Guide to Creative Self-Employment: Making Money While Keeping Your Freedom. Rocklin, Calif.: Prima Publications, 1996.

Senge, P. M. Fifth Discipline: The Art and Practice of the Learning Organization. New York: Doubleday & Co., Inc.

Senge, P. M. Fifth Discipline Fieldbook: Tools, Techniques and Reflections for Building a Learning Organization. New York: Doubleday & Co., Inc.

Shore, B. Revolution of the Heart: A New Strategy for Creating Wealth and Meaningful Change. New York: The Putnam Publishing Group.

Small Business Start-Up Index. Detroit: Gale Research, Inc. Annual editions.

The Foundation Directory. New York: The Foundation Center.

Higher Education

Allied Health Education Directory. Chicago: Committee on Allied Health Education and Accreditation, 1996.

American Council of Education. The 1998 Guide to the Evaluation of Educational Experiences in the Armed Services. Phoenix, Ariz.: Oryx Press, 1998.

American Council of Education. The National Guide to Educational Credit for Training Programs. Phoenix, Ariz.: Oryx Press, 1998.

Better Late Than Never: Financial Aid for Re-Entry Women Seeking Education and Training. Washington, D.C.: WEAL, 1987. Board of Regents of the University of the State of New York, College Credit Recommendations. The Directory of the New York Regents National Program on Noncollegiate Sponsored Instruction, Albany, N.Y.: Board of Regents/SUNY.

Carroll, J.L. College Credit without Classes: How to Obtain Academic Credit for What You Already Know. Chicago, Ill.: J.G. Ferguson Publishing Co., 1996.

Cracking the GED: 1996 edition. Princeton, N.J.: The Princeton Review.

Directory of Professional Preparation Programs in TESOL in the United States. Washington, D.C.: TESOL, 1989-91.

Farr, M., and S. Christophersen. Career Preparation: Getting the Most from Training and Education. Indianapolis, Ind.: JIST Works, Inc., 1991.

Federal Educational and Scholarship Funding Guide, 2nd edition. West Warwick, R.I.: Grayco Publishing, 1990.

Grants for Graduate Students. Annual edition. Princeton, N.J.: Peterson's Guides.

Higher Education Opportunities for Minorities and Women. Annotated Selections. 1991 Edition. Washington, D.C.: U.S. Department of Education.

Mason, Michael J. How to Write a Winning College Application Essay, 2nd edition. Prima Publications, 1994.

MCAT (Medical College Admissions Test)
Practice Test. Annual edition. Washington, D.C.:
Association of American Medical Colleges.

MCAT Practice Items: Physical Sciences and Biological Sciences MCAT Practice Items: Verbal Reasoning and Writing Sample. Annual Edition. Washington, D.C.: Association of American Medical Colleges.

MCAT Student Manual. Annual Edition. Washington, D.C.: Association of American Medical Colleges.

McWade, P. Financing Graduate School. Princeton, N.J.: Peterson's Guides, 1993.

Medical School Admission Requirements: United States and Canada. Annual edition. Washington, D.C.: Association of American Medical Colleges.

Mitchell, Robert. The Multicultural Student's Guide to Colleges. New York: Noonday Press, 1993.

The Official Guide to GMAT (Graduate Management Admissions Test) Review. Annual edition. Princeton, N.J.: Educational Testing Service.

The Official Guide to MBA Programs. Annual edition. Princeton, N.J.: Graduate Management Admission Council.

Paying Less for College 1995: The Guide to \$35 Billion in Financial Aid. Annual edition. Princeton, N.J.: Peterson's Guides.

Peterson's Guide to Four Year Colleges 1996. Princeton, N.J.: Peterson's Guides.

Peterson's Guides to Two-Year Colleges 1996. Princeton, N.J.: Peterson's Guides.

Peterson's Guide to Graduate and Professional Programs: An Overview. Annual edition.

Princeton, N.J.: Peterson's Guides.

Peterson's Guide to Graduate Programs in the Biological and Agricultural Sciences. Princeton, N.J.: Peterson's Guides.

Peterson's Guide to Graduate Programs in Business, Education, Health, and Law. Annual edition. Princeton, N.J.: Peterson's Guides.

Peterson's Guides to Graduate Programs in Engineering and Applied Sciences. Annual edition. Princeton, N.J.: Peterson's Guides.

Peterson's Guide to Graduate Programs in the Humanities and Social Sciences. Annual edition. Princeton, N.J.: Peterson's Guides.

Peterson's Guide to Graduate Programs in the Physical Sciences and Mathemtics. Annual edition. Princeton, N.J.: Peterson's Guides.

Peterson's Higher Education Directory. Princeton, N.J.: Peterson's Guides.

Physician Assistant Programs Directory. Annual edition. Alexandria, Va.: Association of Physician Assistant Programs.

Profiles of USA Natural Resource Schools. Washington, D.C.: USDA Forestry Support Program, 1990.

Schwartz, Joan P. (Ed.) Guide to Educational Credit by Exam, 4th edition. Washington, D.C.: American Council on Education, 1996.

Shields, Charles. Back In School: A Guide for Adult Learners. Career Press, 1994.

Simosko, Susan. Earn College Credit For What You Know. Washington, D.C.: Acropolis Books, 1985.

General

American Society for Training and Development. Workplace Basics. Alexandria, Va.: ASTD, 1988.

Encyclopedia of Associations. Detroit: Gale Research Co. Periodic editions.

Greenleaf, R.K. Servant Leadership: A Journey into the Nature of Legitimate Power and Greatness. Mahway, N.J.: Paulist Press, 1977.

Hoppin, J., and H. Splete (Eds.). Curriculum for Career Development Facilitators. Rochester, Mich.: Oakland University, 1996.

Secretary's Commission on Achieving Necessary Skills. What Work Requires of Schools. Washington, D.C.: U.S. Department of Labor, 1991.

Widick, C., C.A. Parker, and L. Knefelkamp. Applying New Developmental Findings. San Francisco, Calif.: Jossey Bass, Inc., 1978.

Using the Next Steps Workbook

Next Steps...Life After AmeriCorps Workshop Materials: nationalservice resources.org/resources/online_pubs/ americorps/nextsteps.php.